

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON**

**FORT SAM HOUSTON, TEXAS 78234-5014**



**BULLETIN**

THIS PUBLICATION IS VALID FOR 90 DAYS  
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 24**

**17 Jun 04**

**Section I. OFFICIAL**

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

**CASUALTY NOTIFICATION:**

**1 Jun 04 to 31 July 04—USAG**

**SPECIAL INSTRUCTIONS:** Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

**3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER:** The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

**4. AUTOMATED OUT-PROCESSING SYSTEM:** The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

**ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE**

**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R (Joint Ethics Regulation) to review the job duties of each newly assigned employee (military or civilian) and report the name on the Confidential Financial

## AMEDDC&S & FSH BULLETIN 24, Fort Sam Houston, 17 Jun 04

Disclosure Report to the AMEDDC&S & FSH Ethics Counselor. The employee is required to file an OGE Form 450 no later than 30 days of assuming his or her new position. Forms are sent to the Office of Staff Judge Advocate, ATTN: MCCS-BJA-AL, 1306 Stanley Road, Stop 19. Note that an employee may not be a new employee, but may be assigned a new duty which now requires the filing of an OGE Form 450. The OGE Form 450 may be obtained from the Intranet at <http://www.cs.amedd.army.mil/sja/Ethics.asp> or from the AMEDD Electronic Forms Support System (AEFSS). The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-/1-2373/0485)

**6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372:** In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, **entry into these facilities or use of the adjacent parking areas is prohibited.** Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

### **7. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:**

IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The Army Medical Department Center and School Security Office will be offering this training on the following date:

#### **\*NOTE TIME CHANGES:**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
29 September 2004	Blesse Auditorium	*0900-1000

(Duration of training approximately 1 hour). The purpose of publishing the above schedule is to allow DA Personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S & FSH Security Office, 1-8200/8199 located in Aabel Hall, Suite 025/113. (MCCS-BHR-SS/1-8200/8199)

**8. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE:** Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900–1100, Monday, Thursday, and Friday. Active duty personnel in **uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330–1530. Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800–1600, Monday through Friday. THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS. For further information, please call 1-2353/2282.

**9. LEVEL 1 ANTITERRORISM AWARENESS TRAINING SCHEDULE:** The scheduled date for the OCONSUS Level 1 Antiterrorism Awareness Training is 6 October 2004. Scheduled date is subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There

**AMEDDC&S & FSH BULLETIN 24, Fort Sam Houston, 17 Jun 04**

are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as a Antiterrorism Awareness Instructor. Each command/activity has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16, DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-BHR-SS/1-8200/8199)

**10. TRICARE 2004 BRIEFINGS:** TRICARE is the Military Health Care System that covers **Active Duty and Family members, Retirees and Family members under age 65, and Retirees and Family members age 65 and older.** Information will be available at the following facilities to discuss the health care options for TRICARE beneficiaries **by age groups.**

**BRIEFINGS FOR THOSE UNDER AGE 65, AGE 65 AND OVER (TRICARE FOR LIFE BRIEFINGS)**

Randolph AFB in the Ballroom at the Family Support Center, 555 F St West

16 July 2004, from 1300-1500

Fort Sam Houston-Brooke Army Medical Center Auditorium, 4<sup>th</sup> Floor

17 August 2004, from 1700-1900

**Enrollment in TRICARE Prime** (under age 65) is available with Brooke Army Medical Center\*, Brooks AFB Clinic, Randolph AFB Clinic, Wilford Hall Medical Center\*, and Kelly Family Medicine Clinic\*, and with Network Civilian Primary Care Providers\*. For additional questions regarding these briefings, please call 1-800-406-2832 or visit our website at [www.hnfs.net](http://www.hnfs.net) **\*Please check with the Service Centers for these facilities as enrollment is limited in some clinics.**

**11. FY 2004 OFFICER CANDIDATE SCHOOL (OCS) SELECTION BOARDS:** PERSCOM has announced the dates for the next years OCS Selection Boards (FY04). All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense dates listed below.

APPLICATION SUSPENSE

OCS BOARD DATES

28 July 2004

11 August 2004

The POC for complete OCS application information is Mr. Gaines, Personnel Management Branch, Bldg 2263, Room B99, 1-1839. (MCCS-BHR-MM/1-1839)

**12. ETHICS TRAINING:** The Acting Secretary of the Army has directed that all Army personnel (military and civilian) receive one hour of face-to-face ethics training annually. This supersedes the historical requirement that only SF278 and OGE 450 filers are required to receive ethics training. The Commander, AMEDDC&S & FSH, has directed that its personnel attend one of the following scheduled ethics classes. All classes will be taught in Evans Theatre, Bldg 1396. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S & FSH at 221-2373/0485.

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
24 June 2004	1330	1430
29 June 2004	0930	1030
7 July 2004	1330	1430

## AMEDDC&S & FSH BULLETIN 24, Fort Sam Houston, 17 Jun 04

14 July 2004	0930	1030
23 July 2004	0930	1030
28 July 2004	1330	1430
4 August 2004	0930	1030
18 August 2004	1330	1430
1 September 2004	0930	1030
15 September 2004	0930	1030
5 October 2004	0930	1030
20 October 2004	0930	1030
3 November 2004	1330	1430
17 November 2004	0930	1030
1 December 2004	0930	1030
15 December 2004	1330	1430

**13. ANTITERRORISM AWARENESS-FSH FORCE PROTECTION CONDITION (FPCON) is ALPHA:** FPCONs are graduated categories of measures or actions commanders take to protect personnel and assets from terrorist attacks. FPCONs are set by commanders locally based on terrorism threat information and/or guidance from higher headquarters. A raise in FPCONs means an increase in our security posture, so expect additional and more stringent measures as the FPCON is raised. AR 525-13 defines the five FPCONs as follows:

**NORMAL**-Applies when there is no discernable terrorist activity.

**ALPHA**-Applies when there is a general threat of possible terrorist activity against personnel and/or installations, the nature and extent of which are unpredictable.

**BRAVO**-Applies when an increased and more predictable threat of terrorist activity exists.

**CHARLIE**-Applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and/or installations is imminent.

**DELTA**-Applies in the immediate area where a terrorist attack has occurred or when credible information has been received that terrorist action against a specific location is likely.

The POC is Terri Stover, FSH Antiterrorism Office, 295-0535.

**14. COMMISSARY CLOSURE:** The Fort Sam Commissary will be closed on 4 July 2004, in observance of Independence Day. The POC for this information is Ms. Boyd at 221-4678. (3/5)

**15. FORT SAM HOUSTON'S EXTRAVAGANZA:** The Garrison Commander cordially requests the attendance of all Fort Sam Houston residents, especially newcomers to the Fort Sam Houston community, at the Newcomers' Extravaganza at 0900 on 29 June 2004 at the Roadrunner Community Center. Everyone—soldiers, civilians, and family members—will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza. Strollers are available and special treats will be provided. Attendance to the Newcomers' Extravaganza is MANDATORY for all permanent party inprocessing soldiers, LTC and below, within 60 days of their arrival. For additional information, call the Army Community Service Relocation Program at 1-2705/2418. (2/3)

**16. TRICARE's RETAIL PHARMACY CONTRACT ANNOUNCED:** In the continuing efforts to meet the pharmacy needs of beneficiaries, TRICARE has awarded Express Scripts Inc., the TRICARE Retail

**AMEDDC&S & FSH BULLETIN 24, Fort Sam Houston, 17 Jun 04**

Pharmacy contract. Express Scripts will provide world-class, cost effective patient care as manager of the retail pharmacy benefit. They will apply best management practices to improve and continue the delivery of pharmacy services, focusing on achieving the highest level of beneficiary satisfaction. The responsibility for delivery of retail pharmacy services by Express Scripts Inc. will begin nationwide 1 June 2004. The new single contract will integrate all TRICARE regions to create one uniform benefit. This consolidation provides better service for beneficiaries in the 50 United States, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. The new retail pharmacy program will be fully portable, allowing beneficiaries access to network pharmacies while traveling outside of their region. Retail pharmacies comprise one of three venues through which pharmacy services are available. Beneficiaries may also obtain medications from their Military Treatment Facilities and the TRICARE Mail Order Pharmacy (TMOP). Express Scripts Inc. currently administers TMOP services. This new contract will not change the pharmacy benefits you or your family members receive as TRICARE beneficiaries. For more information, call the Express Scripts Call Center at 866-DOD-TRRX (866-363-8779), or visit the Express Scripts website at [www.express-scripts.com/TRICARE](http://www.express-scripts.com/TRICARE).

**17. VACATION BIBLE SCHOOL:** Vacation Bible School has finally arrived. This year's theme is SonGames 2004. Every activity is full of action and camaraderie. They will design flags, create gold medal crafts, and learn about God through 5 themes. These are **Join In!, Team Up!, Get Strong!, and Celebrate!** They'll learn that God wants everyone to **Join In!** as they experience the story of Apostle Paul's conversion. Children will want to **Team Up!** with encouraging friends when they hear how Paul's friends helped and encouraged him. They'll find God helps them **Get Strong!** and do what's right, as they witness Paul's obedience as he traveled through Greece. Your team will be inspired to **Keep On!** Trusting God during tough times, as they watch Paul's perseverance. Lastly, your team will enjoy seeing Paul reach his goal and will **Celebrate!** the many good things that God does for the members of his team! For ages 4 yrs old through 4<sup>th</sup> Grade (completed). Your child does not need to attend our chapel to attend. <http://www.samhouston.army.mil/chaplain/VBS>

**WHEN:** 12-16 July, 1800-2000

**WHERE:** Dodd Field Chapel

**WHO:** Students ages 4 yrs old through 4<sup>th</sup> grade.

**WHAT:** SonGames 2004-Vacation Bible School.

**THEME VERSE:** Thanks be to God! He gives us the victory through our Lord Jesus Christ.  
(1 Corinthians 15:57).

**18. YOUTH AND WISDOM SOFTBALL GAMES:** The FSH Installation Chaplain's Office Men of the Chapel is hosting our annual "Youth and Wisdom Softball Game." Hamburgers and hot dogs will be served. **A FLYER IS ENCLOSED IN THE BULLETIN WITH MORE INFORMATION.** (3/3)

**FOR THE COMMANDER:**

**HQ AMEDDC&S & FSH**

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**FT SAM HOUSTON, TX**

**OFFICIAL:**  
**THOMAS E. BAILEY**  
**LTC, FA**  
**Adjutant General**

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